GILA CO, AZ, LINDA HAUGHT ORTEGA - RECORDER, BY: GILA CO BOARD OF SUPERVI DATE: 05/20/1998 TIME: 03:30 PAGE #: 0001 OF 0016 FEE #: 1998 7563 \*\*

# GILA COUNTY STREET NAMING AND PROPERTY NUMBERING ORDINANCE



April 1, 1991

Amended August 1, 1995

Amended May \_\_\_\_19 , 1998

Gila County Courthouse Gila County Engineering Services 1400 East Ash Street Globe, AZ 85501 (520) 425-3231 Ext. 507

APPROVED AS TO FORM:

APPROVED EY:

councy Board of Supervisors

May 19, 1998

Date

GILA CO, AZ, LINDA HAUGHT ORTEGA - RECORDER, BY: GILA CO BOARD OF SUPERVI DATE: 05/20/1998 TIME: 03:30 PAGE #: 0002 OF 0016 FEE #: 1998 7563

# GILA COUNTY STREET NAMING & PROPERTY NUMBERING ORDINANCE

#### ARTICLE 1 - TITLE AND PURPOSE:

An Ordinance adopted to provide for the uniform assignment of property numbers on all private residences, public buildings, businesses, and any other building used for human occupancy, habitation or conducting of business along public and private right-of-ways, easements or any other access routes; renaming of existing streets with conflicting or duplicate names and naming of unnamed and new accesses in order to provide for efficient emergency services and the safety of Gila County residents; provide for generation and collection of fees for assignment of new addresses; provide for the enforcement of said Ordinance; and prescribing penalties for the violation thereof.

# ARTICLE 2 - SHORT TITLE:

For the purpose of identification these regulations shall be known as the "Street Naming and Property Numbering Ordinance for Gila County".

# ARTICLE 3 - APPLICABILITY:

This Ordinance shall apply to all unincorporated and non-reservation lands within the area of Gila County.

#### ARTICLE 4 - SEVERABILITY:

Should any article, section or regulation of this Ordinance be judicially declared unconstitutional or invalid, such decision shall not effect the validity of the Ordinance as a whole, or any portion thereof other than the article, section or regulation so declared to be unconstitutional or invalid.

#### ARTICLE 5 - DEFINITIONS:

SECTION 501 Grid Lines: Grid lines are imaginary lines constructed perpendicular and parallel to base lines. These lines indicate the point where block numbers change from one hundred to the next higher hundred. The Zero point for Gila County is the NW Corner of Sec. 27 T4N R12E.

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- SECTION 502 Frontage Units: A frontage unit is a standard interval in front footage of an existing parcel used to assign consecutive property numbers, on a street, right-of-way, easement or access route beginning from the nearest grid line.
  - SECTION 503 Address Prefixes and Suffixes: Address prefixes are words preceding a street name and indicating a direction. Address suffixes are words following a street name and indicating the type of street.
  - SECTION 504 Thoroughfare Designations: Streets are sometimes ranked by function and size, and each category is assigned a specific name suffix called thoroughfare designations.

# ARTICLE 6 - DEFINITIONS OF THOROUGHFARE DESIGNATIONS:

- SECTION 601 Boulevard: A street with a median reflecting the boulevard character and so indicated by the name (also applied to Parkways). A major thoroughfare running in a diagonal direction, rather than eastwest or north-south. It must connect at least two sections and act as a collector.
- SECTION 602 Courts: Permanently closed streets such as culde-sacs. Horseshoe-shaped streets generally designated by one name throughout their entire length. Ease-west streets less than 500 feet in length.
- Drives: Winding thoroughfares, diagonal, curvilinear, or other types of roads not previously mentioned. Roads that meander about and continue through to other rights-of-way.
- SECTION 604 Highways: Designated State or Federal Highways. This term could be used even when a road generally runs north-south or east-west. U.S. routes are designated as highways.
- SECTION 605 Interstate: Roads of the highest order, characterized by limited access, wide right-of-way, prohibited adjacent to development and with through preference.
- SECTION 606 Lanes: Reduced rights-of-way branching from courts, places, or ways. Curving streets of less than 500 feet. An uninterrupted street ending in a cul-de-sac and generally designated by a name.

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- Loops and Circles: Circles could be short streets that return to themselves. Loops could be short drives that begin and end in the same street.
  - SECTION 608 Parkways: (Also see Boulevard) A special scenic route or park drive, generally designated by a name.
  - Paths: A minor local street running in a diagonal direction, usually between a north-south "Street" and an east-west "Avenue"; a path may also be a diagonal connector between offset portions of a north-south or east-west collector thoroughfare.
  - SECTION 610 Place: A cul-de-sac or permanent dead-end road.

    North-south streets less than 500 feet in length.
  - SECTION 611 Roads: Limited thoroughfares that are frequently used, have heavy traffic volume, and run in any direction. Secondary facilities connecting with a U.S. or state primary highway.
  - SECTION 612 Street and Avenues: Streets run north and south and Avenues run east and west. But this may be reversed in municipal areas previously addressed by other authorities using a different method.
  - SECTION 613 Trails: A diagonal local street serving as a collector for one or more local thoroughfares.
- SECTION 614 Ways: Dead-end right-of-ways under 500 feet running at oblique angles to the four points of the compass. If there are three or more homes off a main road, the road is designated on the grid, even if it is private.

# ARTICLE 7 - ASSIGNING NUMBERS TO INDIVIDUAL PROPERTIES

- SECTION 701 Property numbers for dwelling units and places of business on all public and private streets shall be assigned by the Rural Addressing Office in accordance with provisions outlines herein.
- Property numbering shall be uniform, based on street frontage.
- SECTION 703 Property numbering shall be in a consecutive manner.
- SECTION 704 Pursuant to Section 802 of this Ordinance, all streets deemed to run north from the Zero point at

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the NW corner of Sec. 27, T4N, R12E shall have a "North" prefix designation. All streets deemed to run south from the zero point shall have "South" prefix designation. All streets deemed to run east from the zero point shall have an "East" prefix designation. All streets deemed to run west from the zero point shall have a "West" prefix designation.

SECTION 705

Even numbers shall always be assigned on one side of the street and odd numbers shall be assigned on the other. Even numbers shall be on the north and west sides of streets, and odd numbers shall be on the south and east sides of streets with the exception of Municipal areas previously addressed by other Authorities using a different method. Once assigned, numbers shall not be arbitrarily changed by the Postal Service, developers, utilities, or departments of the cities or County. If an area is annexed by a Municipality, the existing addresses will be changed at the discretion of the Municipality.

SECTION 706

The numbering system shall allow for expansion to accommodate future growth in the area.

SECTION 707

Numbering shall be in accordance with the Gila County grid system. Numbers shall change by one every six feet.

SECTION 708

Apartments/Condominiums/Group Housing:

- A. Numbers shall be assigned to the property where a driveway joins the street; this becomes the street address of all units which face upon that interior court. Separate internal units of condominiums and apartments shall be designated with sub-numbers or letters, not individual property numbers.
- B. Mobile home parks shall be treated like other multifamily developments. The property shall be assigned one number, and each mobile home shall receive numerical designations such as Sp. 1, Sp. 2, Sp. 3, etc. However, if the development is a mobile home subdivision built in conformance with subdivision regulations, the properties shall be treated as individual residences.

SECTION 709

Business Districts: In a business district, the main entrance to each separate establishment shall have its own number in sequence with other

GILA CU, AZ, LINDA HAUGHI URIEGA - RECURDER, BY: GILA CO BOARD OF SOFERVI DATE: 05/20/1998 TIME: 03:30 PAGE #: 0006 OF 0016 FEE #: 1998 7563 businesses along the street.

- SECTION 710 Numbering When Streets Change Direction: As a general rule, if a street changes direction drastically and for a substantial length, the numbering shall be changed to reflect the orientation with a different base line and name.
- SECTION 711 Streets Starting From Different Points on the Same Cross Street: When a street does not begin at the same location as a parallel street, the numbers shall begin with the same number measured from the base line as on the parallel street. Likewise, buildings facing streets that do not extend to the base line at present shall be assigned numbers as if they were extended.
- SECTION 712 Diagonal Streets: The general principle to apply when numbering diagonal streets is to treat the street as either a north-south or an east-west street based on the greatest distance covered in any specific direction.
- Corner Lots: When assigning a number to a building on a corner lot, assign a number from the street upon which the front entrance faces for a business; or assign a number from the street from which the driveway enters for a residence. Dual addresses shall be avoided. If a corner building has two entrances which both look like front entrances, the decision is based on the general site layout and driveway entrance.
- SECTION 714 Duplex Buildings and Rear Houses on Interior Lots:
  - A. Separate numbers shall be assigned to the entrances of a duplex dwelling, and for separate single family dwellings in the rear of other single family dwellings (i.e., garage apartments).
  - B. If a commercial enterprise that is part of a residence has a separate entrance from the street, it may also be assigned a separate number. If there is a rear entrance or a hidden structure, a post should display the number on the path leading to the entrance, even if it is reached through another structure.
  - C. For units on alleys or interior malls where there is no access to a street paralleling the alley, a name is given to the alley and property numbers are assigned.

D. If there is access from a parallel street, numbers are assigned from the series on that street. In the case of commercial or industrial facilities, auxiliary buildings would not be assigned separate numbers, but the main building where mail is received and business is transacted would receive a property number.

SECTION 715

Numbering on Circle Streets and Horseshoes: Circle Streets or horseshoe-shaped streets begin and end touching the same street. It is advisable in such cases to ignore compass directions and to give numbers on such streets to correspond with the numbering on the streets where the circle originated. The even numbers shall be on the inside of the circle and the odd numbers shall be on the outside of the circle. There will be more properties on the outside of the circle than on the inside of the circle. In such cases, numbers shall be assigned in a regular manner to the outside of the street, using consecutive odd numbers. Numbers should then be assigned to the side having the shorter frontage so that the numbers correspond with property on the opposite side of the street. Avoid duplication of numbers if an auxiliary street using a different thoroughfare designation carries the same number as the main street.

# ARTICLE 8 - STREET NAMES:

SECTION 801

Choice of Names: Names should be chosen that relate to the scale and location of a project.

- A. Objectives Names should be pleasant sounding, appropriate, easy to read (so that the public, and children in particular, can handle the name in an emergency situation), and should add to pride of home or business ownership.
- B. Categories Large developments to use a single, significant category; small subdivisions should use the same category as the surrounding or adjacent area, which helps establish location identity.
- C. Unacceptable Street Names Numerical names (1st, 2nd, etc.); alphabetical letter (A,B,C, etc.); surnames of living persons (pioneer families with accompanying documentation excluded); frivolous, complicated, or undesirable names;

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unconventional spelling; compound names should be used sparingly and not on short streets.

- D. Name Length The complete road name shall consist of no more than 16 spaces, including road name, spaces between and the County Signing approved abbreviation for road suffix.
- E. Complete Name A complete name shall consist of no more than four words, including prefix and suffix. Examples:
- North Toya Vista Road Prefix(1 word), Primary(2 words), Suffix(1 word)
- 2. South Calle de Caballos Prefix (1 word), Primary (3 words) Primary includes the suffix-equivalent
- SECTION 802 Prefixes: All street names shall begin with one directional prefix, either N., S., E., or W., which shall be assigned with permanent addresses. Additional unnecessary prefixes and suffixes shall be avoided. Combinations of directions are not acceptable. Example: Northwest Sierra Circle.
- SECTION 803

  Suffixes: Boulevard, Drive, Road and Parkway for arterial highways used with the discretion of the Rural Addressing Office. Also acceptable are Lane, Avenue, Street, Loop, Circle, Court, Path, Trail, and any other designation consistent with the intent of this section reviewed and approved by Rural Addressing Staff.
- SECTION 804 Name Duplication: Similar sounding names are considered to be duplication regardless of spelling. No duplication of names is permitted within the projected service area of the 9-1-1 Emergency Response System. Preferably, the avoidance of duplication should be county-wide due to the possibility of future urbanization.

# SECTION 805 Continuity:

- A. A continuous street, or one proposed to be continuous, should bear the same name throughout, even though it changes directions. If it is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments may bear different names.
- B. No separate name is to be used for a cul-desac that provides street frontage for less than

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three lots or units. The name shall be the same as that of the intersecting street. Where there is a series of long and short cul-de-sacs, all should have separate names.

# SECTION 806 Existing Streets Naming and Renaming:

- A. Rural Addressing personnel shall determine the need to name an existing street, right-of-way or private access determined upon criteria set forth in Article 8 of this Ordinance. Proposed naming may also be initiated by citizen petition in accordance with Section 806. Citizen petitions must have signatures of at least 50% of the residents and/or property owners who reside and/or own property adjacent the street subject to the proposed naming.
- B. Rural Addressing personnel shall determine the need to rename an existing street, right-of-way, or private access, based upon criteria set forth in Article 8 of this Ordinance. Proposed renaming may also be initiated by citizen petition in accordance with Section 806. Citizen petitions must have signatures of at least 50% of the residents and/or property owners who reside and/or own property adjacent the street subject to the proposed renaming.
- C. For proposed changes to an existing street, right-of-way or access which has been identified as meeting the criteria for necessary naming or renaming, Rural Addressing personnel shall proceed with one of the two methods set forth in Section 806-D for public notification. The method shall be determined by a standard of numbers to nofify, economics and time constraints.
- D. Rural Addressing personnel shall notify the public of a proposed road naming or name change by one of the following methods.
  - 1. Rural Addressing personnel shall originate a public notice for publication in three consecutive issues of the local newspaper showing the old name, the proposed name change, a sketch of the road in question, a description of the policy to oppose this change, the date for filing objections as well as the date scheduled for the renaming to go before the Board of Supervisors for action. The public will be given two weeks from the

last publish date to file objection petitions as set forth in Section 806-E.

- 2. Rural Addressing personnel shall originate a letter describing the naming or name change and a sketch of the road in question to be sent directly to all property owners of record along the road proposed to be named or This letter shall state the reason renamed. for naming or renaming the road, the policy for filing objections to the change as well as a date to respond to the name change and the date the matter is scheduled to go before the Board of Supervisors for action. The public will be given a minimum of three weeks from the date the letters are sent to file objections petitions as set forth in Section 806-E.
- To file objections to name changes initiated by the E. Rural Addressing Staff, petition, or Board of Supervisors, residents and/or property owners must submit an alternate petition or objection in writing to the Engineering Services department in accordance with the time period stated in C. above. Petitions must have signatures of at least 51% of the residents and/or property owners who reside and/or own property adjacent the street subject to the proposed naming or renaming. Petitioners must have agreed to a name to be used as an alternative to that proposed by the Rural Addressing Office or the Board of Supervisors. To submit an objection in writing to a proposed name change, the resident and/or property owner should include the name of the road to be changed and their reason for objecting to it.
  - F. If proposed name changes are not objected to or if alternative names presented by residents and/or landowners are approved, changes may be adopted by the Gila County Board of Supervisors at their next regularly scheduled meeting.
  - G. After the granting of a name change, any subsequent proposed name changes shall not be considered for a period of 5 years.
  - H. All renaming of streets not required by this Ordinance will be done at the expense of the person or group submitting the request of name change. The fees will be set in accordance to the Rural Addressing Fee Schedule approved by the Board of

Supervisors and the fee must be receipted in the Engineering Services Office prior to proceeding with the request. A petition will need to be completed, following the steps as stated in A above. The petition will be presented to the Board of Supervisors for approval.

SECTION 807

Guidelines for Renaming Existing Streets: The following guidelines shall be followed for renaming existing streets which have names that are duplicated within Gila County. They are not listed in order of preference or importance.

- A. Does one street have any historical reason for having the name it has?
- B. Which street has the least number of houses on it and thus would require the least number of address changes?
- C. Which street has had its name for the longest period of time?
- D. Is the name appropriate according to the other street names in the neighborhood?
- E. Which street name is used for the longest distance or the most traveled section?

SECTION 808

Street Names and Numbering in New Subdivisions:

Street names and numbering shall be determined in accordance with the street naming and numbering policy adopted by resolution of the Board of Supervisors. Along with the preliminary plat map, the subdivider shall submit a street naming proposal to the Department of Engineering Services for use by the Rural Addressing Office. proposal shall include copies of (1) a map of the overall tract illustrating street layout, the name proposed for each street, and (2) an alphabetical list of the proposed street names, together with an alternate name for each name proposed. The Rural Addressing Office shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming policy. Approved street names shall be included in the final plat map which is submitted to the Board of Supervisors for approval and for recordation.

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ARTICLE 9 - STREET SIGNS:

SECTION 901 Characteristics: Signs used on County roads and Public Right-of-Ways will be approved by the Director of Engineering Services and will be green and white in color. Signs used on private roads or easements will also be approved by the Director of Engineering Services and will be brown and white in color.

SECTION 902 Installation: Street name signs, approved by the Director of Engineering Services shall be installed within subdivisions by the subdivider at the intersection of all streets and highways and at such other locations as may be determined to be necessary by the Director of Engineering Services.

# ARTICLE 10 - POSTING OF PROPERTY NUMBERS:

- SECTION 1001 Methods and Characteristics for Posting Designated Street Addresses:
  - A. Property numbers shall be attached to dwelling units or buildings, located so as to be visible from and oriented toward the street from which address is taken. These numbers shall be of comparable size and material as those initially provided by the Rural Addressing Office.
  - B. When a house or building is some distance from a road, or when view of the house or building is blocked by trees or shrubs, property number shall be on a sign attached to a tree, fence, gate, or lawn stake.
  - C. On a corner lot, the property number shall face street named in the address.
  - D. Numerals indicating the official address for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located.
  - E. If there is a rear entrance or a hidden structure, a post shall display the number on the path leading to the entrance.
  - F. In the case where a principal building is occupied by more than one business or family dwelling unit (duplex), each separate front entrance shall display a separate number.

G. Devices providing numbering for directional assistance may be placed throughout an apartment or condominium complex. Where parking facilities are not attached to the dwelling units, no property numbers shall be affixed to said parking facilities.

SECTION 1002 Responsibilities to Post Property Numbers:

- A. Each owner or occupant or every person in charge of any residence or building to which a number has been assigned may be notified in writing by the Rural Addressing Office of the number assigned to the same at any time after the adoption of the Ordinance.
- B. Within sixty (60) days after the receipt of such written notification from the Rural Addressing Office the owner or occupant or person in charge of a residence or building to which a number has been assigned shall affix the number in a conspicuous manner in a conspicuous place.
- C. It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for or confused with the number assigned to said structure by the Department.
- D. If a property number is damaged, lost, or in any way destroyed, said number shall be replaced immediately by the owner, occupant or person in charge of the residence or building at their expense. Said replacement shall be purchased from the Rural Addressing Office or shall be of comparable material and size as the original numbers posted by the Rural Addressing Office.

# ARTICLE 11 - PENALTIES:

SECTION 1101

Enforcement by Civil Penalty: In the event that the owner or occupant or person in charge of any residence, building or structure to which a correct address has been assigned refuses to comply with the terms of this ordinance within sixty (60) days of notification by failing to affix the number assigned or to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto, they shall be subject to civil penalty.

SECTION 1102 Violations:

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A. For a first violation of this Ordinance, the penalty shall be not less than Fifty (\$50.00) Dollars for an individual person or One Hundred (\$100.00) Dollars for an enterprise, and shall not be more than Three Hundred (\$300.00) Dollars for an individual person or Six Hundred (\$600.00) Dollars for an enterprise.

B. For a second or subsequent violation arising out of the same facts, the penalty shall not be less than One Hundred (\$100.00) Dollars for an individual person or Two Hundred (\$200.00) Dollars for an enterprise, and shall not be more than Five Hundred (\$500.00) Dollars for an individual person or One Thousand (\$1,000.00) Dollars for an enterprise.

Jurisdiction of Hearing Officer: All violations of Ordinance shall result in a civil penalty being assessed and shall fall under the jurisdiction of a County Hearing Officer appointed for this purpose. The Hearing Officer shall not have the jurisdiction to impose criminal penalties.

SECTION 1104 Rules of Procedure: All rules of procedure for hearings in front of the County Hearing Officer shall apply to civil violations arising under this Ordinance.

# ARTICLE 12 - FEES:

SECTION 1201 A schedule of fees shall be set by the Board of Supervisors to collect monies to cover expenses incurred during road name changes and property addressing. The schedule of fees shall be posted in a prominent place in the Rural Addressing Office and copies shall be available to the public upon request.

SECTION 1202 The Board of Supervisors may change the schedule of fees as needed to keep current with rising costs without effecting any change in this Ordinance itself.

# ARTICLE 13 - AMENDMENTS

SECTION 1301 The provisions of this Ordinance may, from time to time, be amended, supplemented, changed, modified, or repealed at the initiation of the Gila County Engineering Services Office following a public

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hearing at which parties in interest and other citizens have an opportunity to be heard.

A. Upon initiation of a hearing to amend, the Engineering Services Office shall set a date, time and place and cause notice of same to be published in a newspaper of general circulation in the County at least thirty (30) days prior to the date of said hearing.

PASSED AND AMENDED by the Gila County Board of Supervisors, State of Arizona, this 19th day of \_\_\_\_\_ 1998.

GILA COUNTY BOARD OF SUPERVISORS

Cruz Salas Chairman

ATTEST:

Steve Besich, County Administrator

APPROXED AS TO FORM:

County Attorney's Office

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#### SCHEDULE OF FEES

ADDRESSES: New - No charge

Replacement - Number Plaque \$ 5.00

- With Post \$ 12.00

ATLAS MAPS: Per Page - \$ 10.00

ROAD NAME/RENAMING:

Duplicate - No charge
Unnamed - No charge

Voluntary Renaming- \$500.00